

# City Centre Business – Pay and Display Parking Permit application form (October 2023)

(Please refer to attached Notes of Guidance for help in completing this form)

## 1. Permits – Number of permits required (limited to 2 per business)

	Number required
4 week, City Centre Pay and Display Permit (£76.93)	<input type="text"/>
52 week, City Centre Pay and Display Permit (£1000)	<input type="text"/>

## 2. Preferred permit start date

\_\_\_\_/\_\_\_\_/\_\_\_\_

## 3. Application details

(Note: The application for a City Centre Business Permit should be made in the business name and the business should be located within the city centre Controlled Parking Zone).

Title \_\_\_\_\_ Full Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## 4. How do you wish to pay?

Debit/credit card

☐

Cheque

☐

Invoice – only

available for annual permits

## 5. Supporting Documents

**Proof of Residency** – please provide a photocopy of **one** of the following documents which shows that the business/charity is currently or will be located at the permit application address.

- ☐ A business rates statement for the current financial year.
- ☐ A valid tenancy agreement for the business at the application address.
- ☐ A utility bill dated within the last 3 months.
- ☐ A letter or email from a solicitor or conveyancer confirming the purchase of the business property dated within the last 3 months.

## 6. Terms and conditions

1. Permits may only be used within pay and display bays located on-street within the city centre (within the Controlled Parking Zone – CPZ).
2. Permits showing a registration number may only be used on the vehicle with that number.
3. If a physical permit has been issued, the permit must be displayed prominently on the dashboard/front windscreen of the vehicle so that all of the particulars on it are visible from the outside of the vehicle.
4. Where bay markings are present, vehicles must be parked entirely within the limits of the marked out parking bay.
5. Whilst the vehicle is in the parking place it must not be used in conjunction with selling or offering for hire of any service.
6. Physical permits will only be issued through the post to the address submitted on the application.
7. Physical permits shall be returned to the Council when the holder ceases to be a business located within the city centre or ceases to be the owner of the relevant vehicle.
8. Virtual parking permits shall be cancelled from use when the holder ceases to be a business located within the city centre or ceases to be the owner of the relevant vehicle.
9. Misuse of a permit, forging or possessing a forged permit or making a false statement for the issue of a permit are all offences which may carry a substantial fine.
10. This permit does not guarantee the holder a space or an exclusive right to a space, nor does it render the Council subject to any liability in respect of theft of, or damage to any vehicle in a parking place; or the contents or fittings of any such vehicle.
11. A charge of £10.00 may be applied for amending a parking permit due to a change in vehicle registration.
12. A charge of £10.00 may be applied to replace lost or stolen physical permits and a Lost Permit Application form is required to be submitted to the Council.

13. All vehicles using this permit must be parked in accordance with the City of Newcastle upon Tyne (On Street Parking Places) Order 2009 as from time to time may be amended, extended, re-enacted or replaced.
14. An administration charge of £10.00 will be applied in relation to the cancellation of a parking permit and refunds will be processed on a pro rata basis, this will be calculated based on the number of full weeks remaining unused.
15. Permits paid via an instalment plan; if payments are not made within the instalment timeframe, the Council reserve the right to revoke the permit and request its immediate return. The Council may take action to recover any outstanding payment.
16. Permits paid via invoice; if payment is not made by the invoice due date, the Council reserve the right to revoke the permit and request its immediate return. The Council may take action to recover any outstanding payment.

## 7. Data Protection Information

Personal data will be collected in order to process your application for a permit and enforce the parking terms and conditions of use of the permit. Your personal data may be collected, processed, shared and retained in order to carry out the performance of a public task and fulfil our legal obligations in the following ways:

- To establish eligibility for a permit.
- Shared with third parties for appeals and enforcement.
- Shared with the police or security organisations to prevent or detect crime.

## Your Data Rights

In relation to the personal data which we may hold about you, you have the right to request to: Be **informed**, have **access** or **rectify** incorrect information. You also have the right to **object** to or **restrict** our processing of your data. Under Data Protection law we must verify your identity and explain to you our reasons if we do not agree to carry out your request.

## Contact and Further Information for data protection queries

If you would like more information about how we use your data, please read our Privacy Policy: <https://www.newcastle.gov.uk/dataprotection>. Data protection questions can be made via telephone on 0191 211 6500, by email to [dataprotection@newcastle.gov.uk](mailto:dataprotection@newcastle.gov.uk) or in writing to Data Protection, Newcastle City Council, 6<sup>th</sup> Floor, Civic Centre, Barras Bridge, Newcastle upon Tyne NE1 8QH

You have the right to complain to the Information Commissioner's Office at [www ICO.org.uk](http://www ICO.org.uk).

## 8. Signature

Please note it is an offence to supply false or misleading information for the supply of a permit. This authority is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud.

I certify that the above details are correct and I accept the terms and conditions as set out above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Return to – Newcastle Parking Services**      **Po Box 2BL**      **Parking**  
**Permit Unit**      **Newcastle upon Tyne NE99 2BL**      **If you have a query please**  
**give us a call on telephone (0191) 277 2728, 8.30am-4.30pm Monday to Friday or email**  
**[parkingpermits@newcastle.gov.uk](mailto:parkingpermits@newcastle.gov.uk)**

# How do I apply for a permit-

## Notes of guidance

The following notes provide guidance relating to relevant sections of the application form and on what supporting documentation you need to submit with your application.

Please also note that applicants should give a minimum of 14 days notice in making applications for permits. Completed application forms should be returned by post to, Newcastle Parking Services, Parking Permit Unit, Po Box 2BL, NE99 2BL.

Failure to provide the necessary documentation or signing the application form will delay the processing of your application and the issue of permits.

Any documents submitted to support the application should be photocopies rather than originals. Newcastle Parking Services will not accept responsibility for original documents that have been submitted and been subsequently lost or damaged in the post.

## **1 – Annual and 4 weekly permits –**

**City Centre Business Pay and Display Permits** – this permit entitles a business whom is located within the city centre meter zone, to park in any on-street pay and display bay on-street located with the Controlled Parking Zone.

The application must be accompanied by proof of residency for the business. Please see section 4 of the application form which details the documents which can be supplied to establish residency.